

**Meeting Notes**  
**MetroGIS Address Workgroup**  
**Thursday, March 4, 2004**

Metropolitan Counties Office Building – 2099 University Ave. W – St. Paul

Members Present: John Carpenter, Excensus; John DeJung, Minneapolis PSAP; Pete Eggimann, Metro 911 Board; Amy Geisler, City of Ramsey Planning; Jeff Gottstein, Woodbury PD; Paul Hanson, MetroGIS Existing Land Use Workgroup Liaison; Nicole Peterson, City of Shakopee Planning; Nancy Read, Metropolitan Mosquito Control District; Scott Renne, Minneapolis Assessor; Lyn Rohe, Scott County PSAP; and Mark VanderSchaaf, St. Paul Planning and liaison to MetroGIS Socioeconomic Workgroup

Members Absent: Deb Jones, Falcon Heights and liaison to Address Committee - Ramsey County GIS Users Group; and David Windle, Roseville and liaison MetroGIS Emergency Preparedness Workgroup. *(Both had a conflict with a Ramsey County GIS User Group Meeting.)*

Staff Present: Mark Kotz and Randall Johnson (MetroGIS Staff Support Team)

### **1. Welcome and Introductions**

Mark Kotz called the meeting to order at 1:30 and introduced himself as the lead staff to the workgroup. Each of the members present was then asked to introduce themselves and comment on how they work with or use address information in their day-to-day work responsibilities. Refer to Attachment A for a summary of the members' comments.

Kotz encouraged the members to identify any perspective(s) important to the workgroup's efforts that might be missing, summarized the materials in the agenda packet, and expectations for this meeting.

### **2. Brief Review of MetroGIS's Information Needs Process**

Randall Johnson, MetroGIS Staff Coordinator, provided an overview of MetroGIS's purpose, core functions, who comprises the MetroGIS community, the concept of regional solutions to priority common information needs, components of a regional solution to a common information need, solutions that have been implemented to date, and benefits associated with implemented solutions. (See Attachment B - Pages 1-2 for the presentation slides.)

### **3. What We Know About Address Information Needs**

Kotz shared with the group what is currently known about Address-related information needs of the MetroGIS community, including what has already been done to meet some of these needs, in particular the regional street centerline and parcel datasets. Several of the members commented that they are aware of and are users of these datasets.

Kotz then identified and provided examples of five areas of address-related information needs that have not been met: a) Address standards, b) Mailing versus Situs Address, c) Currentness, d) Accuracy and Consistency, and e) Land/Structure/Occupancy.

The group concurred that entities that will need to be involved at some point to successfully achieve the desired coordination will be wide and varied— cities, counties, school districts, utilities and others. (See Attachment B - Pages 2-6 for the presentation slides.)

### **4. Related Initiatives**

Kotz identified five related efforts that are known to have importance to the workgroup's efforts:

- a) 1997 MetroGIS Address Guidelines,
- b) Ramsey County GIS User Group's Address Initiative,
- c) Metro 911 Board's GIS initiative with PSAPs,
- d) MetroGIS Phase II Socioeconomic Workgroup, and
- e) MetroGIS Parcel Workgroup.

The group took a 10-minute break from 2:35 to 2:45

## **5. Corroborate Workgroup Purpose and Goals**

A draft workgroup goal statement, provided in the agenda materials, was summarized by Kotz. No changes were proposed to the goal statement, but the group engaged in a wide ranging discussion that included:

- Data currently available
- Desire for a regional approach that balances the need for standards against formats required by various products to ensure desired products are not locked out of contention
- Looking to XML as a transfer format for interfacing between differing data structures
- The need for consistency among standards and processes for inputting address data into various systems
- Operational differences that require theoretical versus actual address ranges
- Need for a records management system that supports mapping of intersections
- The role of latitude and longitude in the definition of “address”.
- Difference between an address that represents a parcel, and information on a location within a parcel (e.g. loading dock 2, stable door A)... not always as formal as a Suite. May be used by emergency responders, but field is lost (?). *(Editor’s note: This is also kind of a nuance to the third outcome cited below - A solution to current data deficiencies when dealing with many buildings and/or occupancy units on a single parcel).*

It was agreed that more work is needed to clarify deliverables of the workgroup’s efforts and that the following outcomes would be among the goals:

- An agreed upon definition of “address” that includes intersections and suites/units.
- Ensure consistency between and among the regional TLG street centerline, regional parcel, and MSAG (Master street address guideline) databases.
- A solution to current data deficiencies when dealing with many buildings and/or occupancy units on a single parcel.

## **6. How Will We Accomplish These Goals? Discussion.... Define Tasks?**

Deferred to the next meeting. Ben Verbick, with LOGIS, was mentioned as someone that may be a valuable resource as the group engages in its evaluation of technical options and opportunities.

## **7. Schedule Next Meeting of Workgroup or Subgroup**

It was agreed to reconvene in approximately one month.

## **8. Adjourn**

The meeting adjourned at 3:45 p.m.

Respectfully submitted by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator

## ATTACHMENT A

<b>Workgroup Member</b>	<b>Introduction Comments</b>
<b>John Carpenter</b> , Excensus	He clarified that although he is in the private sector, his clients are all government users of address data, that address data is at the core of his work with his clients, and that he accepted an invitation to serve on this workgroup to advocate for his client’s needs. He commented that until very recently GIS efforts have been focused on the physical environment (parcels, streets, hydrology, land cover, etc.) Next steps in the evolution of the technology involve mapping of socioeconomic data, which requires standardized address data.
<b>John DeJung</b> , Minneapolis PSAP (Public Safety Answering Point)	As Minneapolis’s 911 Director, he understands the complexities and particular difficulties with the 911 MSAG (Master Street Address Guide), when attempting to relate with address data produced for other purposes. These issues need to be resolved to address the wireless 911 needs.
<b>Pete Eggimann</b> , Metro 911 Board	As Technical Operations Director for Metro 911, he sees GIS technology as fundamental to providing efficient and effective 911 services in an increasingly wireless world, as technologies are now mobile. No longer is address data, based on land lines (MSAG), sufficient to dispatch emergency services. For instances, calls received from outside a PSAP from a caller on a wireless phone requires more coordination among the many jurisdictions that serve the region and beyond – GIS is a key to the solution.
<b>Amy Geisler</b> , City of Ramsey Planning	She works with GIS on a regular basis and assigns addresses in conjunction with the city’s permitting functions.
<b>Jeff Gottstein</b> , Woodbury PD	Jeff noted that he is a police officer who uses a GIS-based application installed in his squad car that works well and that was written by Washington County to assist in locating scenes. The problem is that the county does not have the resources to support the application and it only runs on specially formatted data provided by the county. He is interested in establishing standards, in particular address-related, that would make such an application portable to other jurisdictions and simpler to maintain.
<b>Paul Hanson</b> , MetroGIS Existing Land Use Workgroup Liaison	The MetroGIS Existing Land Use Workgroup has identified a need be able to identify and monitor land use at the sub-building level (e.g. occupants of each suite in an office building or strip mall) and addresses play a large role in being able to tackle this need.
<b>Nicole Peterson</b> , City of Shakopee Planning	Planner and GIS Specialist. Assigns addresses in conjunction with the city’s permitting functions. Frustrated with the multiple uncoordinated aspects of address data management.
<b>Nancy Read</b> , Metropolitan Mosquito Control District (MMCD)	The MMCD depends heavily on data produced by others, addresses among the more important. They regularly need to contact property owners/residents for a variety of reasons. MetroGIS’s efforts, which have achieved agreement on best practices that in effect “normalize” data across the Metro Area have been very helpful to the MMCD. They do not have adequate resources to do this themselves and are grateful that MetroGIS exists.
<b>Scott Renne</b> , Minneapolis Assessor	Needs to regularly notify property owners. Acknowledged that there are several internal silos within Minneapolis related to address data management and that more work is need to not only coordinate within but also to tackle issues from a metro perspective.

<p><b>Lyn Rohe</b>, Scott County PSAP</p>	<p>911 Dispatcher for over 20 years. Currently serves as the 911 Address Coordinator for Scott County and assigns addresses for 11 townships for the 911 MSAG (Master Street Address Guide). User of GeoCom software.</p>
<p><b>Mark VanderSchaaf</b>, St. Paul Planning and liaison to MetroGIS Socioeconomic Workgroup</p>	<p>Like the MetroGIS Existing Land Use Workgroup, the MetroGIS Socioeconomic Workgroup has also identified a need to be able to track characteristics at the unit level in multi-tenant residential and non-residential structures and where there are many structures to a single parcel (mobile home parks). Addresses play a large role in being able to tackle this need.</p> <p>St. Paul and the Ramsey County GIS Users Group are currently engaged in a project to coordinate and streamline address data management in Ramsey County. There are currently 7-9 different address databases maintained by St. Paul.</p> <p>Randall Johnson, MetroGIS Staff Coordinator, commented that when he learned of the Ramsey County User Group’s project and the Metro 911 GIS initiative with the PSAP’s it became clear that each needed to know about the other and that both efforts were important to tackling the MetroGIS community’s “I need to know where and an entity/person resides and how to contact them”.</p>

**ATTACHMENT B**

**SLIDE PRESENTATION  
*AGENDA ITEMS 2 AND 3***



## Address Information Needs Workgroup

March 4, 2004

Organizational Information: [www.metrogis.org](http://www.metrogis.org)  
Get Data: [www.datafinder.org](http://www.datafinder.org)



## Welcome

- Why are we here?
- Introductions



## MetroGIS

### What is it?



### The Vision

*The MetroGIS vision emerged from a 1995 strategic planning retreat by a representative cross-section of GIS practitioners within the metropolitan region.*

“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and readily usable.”



## Who is Involved?

*MetroGIS is a “community” initiative representing a broad base of stakeholder interests serving the Metro Area:*

### Core

- Cities
- Counties
- Regional gov't
- School districts
- Watershed districts

### Influencing

- Academic institutions
- State government
- Federal government
- Nonprofit organizations
- Private sector



## Defining Characteristics

- Forum to foster collaboration on a variety of common geospatial program needs - *more than just data.*
- Unincorporated organization - *no mandate or legal standing.*
- Can not own data, receive, or spend funds - *rely on stakeholders.*
- Elected officials comprise the Policy Board - *unprecedented.*
- Consensus-based decisions on matters fundamental to success.
- Voluntary compliance with endorsed policies/procedures.
- Refining the NSDI Area Integrator concept - *vertical integration*



## Core Functions/Services

*Eighteen functions have been identified as priorities for MetroGIS support. The top 3 priorities are:*

- Support a “forum” to foster coordination through knowledge sharing and use of best practices.
- Facilitate effective long-term solutions to priority common information needs - *regional datasets*.
- Support an efficient mechanism for Internet-based data discovery and retrieval - *DataFinder*.



## The MetroGIS Information Needs Process

### A Brief Review



## Priority Common Information Needs

*Based upon an extensive survey of the region's data users, the Policy Board endorsed 13 top priority common information needs for the MetroGIS community in May 1997:*

- Jurisdictional boundaries
- **Street addresses**
- Land use (planned)
- Rights to property
- Parcel boundaries
- Lakes, wetlands, etc.
- *Land use (existing)*
- Census boundaries
- **Where people live**
- Land regulations
- Highway/road networks
- *Socioeconomic characteristics*
- Parcel identifiers



## Endorsed Regional Solutions to Priority Common Information Needs

### What's involved?

- Broadly participatory process - user and producer communities.
- Political "reality check" that a desired solution is implementable.
- Acceptance of defined roles and responsibilities by primary and regional custodians related to access, content, documentation, and distribution.



## Purpose of Regional Solutions

*A core MetroGIS function is to facilitate implementation of regional solutions to priority common information needs. These solutions also embed philosophy key to achieving the vision of the NSDI (National Spatial Data Infrastructure). Their main purposes are to:*

- Facilitate efficient sharing of commonly needed geospatial data.
  - Voluntary use of endorsed data standards and best practices.
  - Build once and share many times.
- Improve decision support.
  - Efficient access to, and use of, trusted, reliable and current data produced by others & needed to support business functions.
- Minimize data set-up effort needed prior to use.



## Phases of Priority Information Needs Process

### Phase I: Identify Common Information Need Priorities (9/96 to 5/97)

- **120+ participants**, representing government, private and non-profit sector, and academic interests.
- Each represented one of **six functional areas** of expertise: *community development; human resources and education; natural resources; public safety; public works; and transportation and communication.*
- Asked: **What information do you need to do your job?** More than 870 responses received. Converted to 87 mutually exclusive statements.
- The 87 statements were **ranked** in response to answers to two questions: "What importance to the respondent's organization?" and "How dependent are you on other organizations for the data?"
- Policy Board endorsed, as priorities, the **top 13** common information needs.



## Phases of Priority Information Needs Process (Con't)

### Phase II: Implement Regional Solutions (6/98 to Present)

MetroGIS has, thus far, facilitated implementation of the following regional data solutions, which address one or more priority common information needs:

- Addressable Street Centerlines (TLG)
- Census Geography (1990 & 2000)
- Jurisdictional Boundaries – Cities and Counties
- Land Cover
- Parcels
- Planned Land Use
- Socioeconomic Characteristics of Areas – Phase I: Existing Data Sources



## Phases of Priority Information Needs Process (Con't)

### Phase II (Con't): Implement Regional Solutions (6/98 to Present)

In progress:

- Emergency Preparedness
- Existing Land Use
- Highway and Road Networks
- Hydrology – Lakes and Wetlands
- Socioeconomic Characteristics of Areas – Phase II

### Phase III: Monitor Satisfaction and Pursue Enhancements

MetroGIS hosts Peer Review Forums each year to identify desired enhancements to endorsed regional solutions.



## Deliverables

The deliverables associated with each endorsed regional solution to a common information needs are:

- Agreement on desired specifications for a regional solution.
- Agreement on custodian roles and responsibilities for primary producers and the regional custodian.
- Acceptance by a willing organization(s), with the appropriate expertise, to carry out the roles and responsibilities.
- For data solutions - Assemble/create the regional dataset(s) and post the metadata on DataFinder. Outreach to promote use.
- For best practice solutions - Posting policy on MetroGIS's web site and outreach to promote its use.



## Benefits - Regional Solutions

- The interoperability of regional data solutions saves substantial data setup effort prior to use.
- Standardized capture and reporting permits easy "apples-to-apples" comparisons regionwide.
- Builds trust as the "go-to" data source and over time results in higher quality data at less cost.
- Focuses policy debate on the real issues and not competing data sources.
- Means to leverage collaborative resources for development and enhancements.
- Standardized data reduces the cost of applications needed to address information needs.



## What we Know about Address Information Needs



## Examples

- I need to know the address(es) associated with a property.
- I need to be able to pinpoint the exact location of an emergency.
- I need to know who resides at a given address.



## Sources of Address Information Needs

- 1996 MetroGIS information needs process
- Other MetroGIS workgroups
- Initiatives of others in the MetroGIS community.

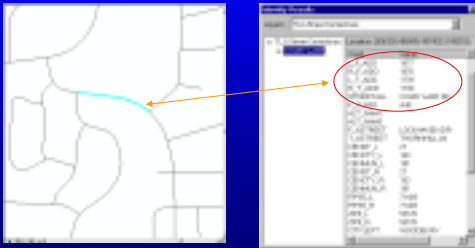


## What Needs have been Met?

- Street centerlines with address ranges
- Some socioeconomic data
- Parcel data.



## Street Centerlines with Address Ranges

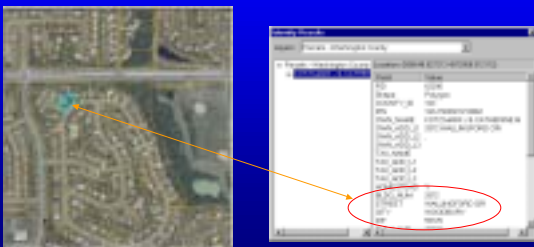


## Socioeconomic Data

- Meets some general needs
- More positionally accurate census geography
- Working on pointers to other data sources



## Parcel Data



## What Needs have NOT been Met? A Summary:

- Address Standards
- Mailing vs. Situs Address
- Currentness
- Accuracy and Consistency
- Land/Structure/Occupancy.



## Address Standards

- I need a standard definition of "address".
- I need a standard data structure for address data.



## Mailing vs. Situs Address

- I need to mail something.  
(P.O. box, USPS city, etc.)
- I need to locate something by address.



## Currentness

- I need to know addresses for new properties and structures as soon as they exist.



## Accuracy and Consistency

- I need an accurate address  
Correct street name, spelling, etc.
- I need the address for a place to be identical for everyone I work with, including external organizations



## Land/Structure/Occupancy

- The geographic relationship between
  - Land = parcels
  - Structures = buildings large and small
  - Occupancy units = apartments, business suites, stores in a strip mall

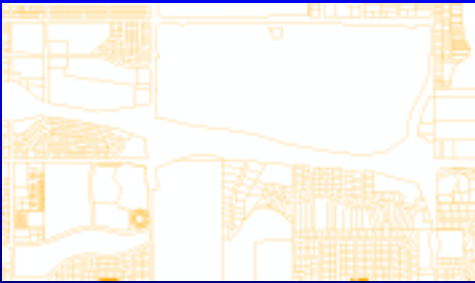


## Land/Structure/Occupancy

- I need the address of a location more precisely than the parcel's address
- I need the location of an address more specifically than a parcel polygon/point or an interpolated point from street centerlines



### Land/Structure/Occupancy



### Land/Structure/Occupancy



### Land/Structure/Occupancy



### Land/Structure/Occupancy



### Land/Structure/Occupancy



### Who has Address Information?

- Cities
- Counties
- School Districts
- Utilities
- OK... Pretty much everybody....



## ***Related Initiatives***



## **Related Work**

- MetroGIS Address Guidelines endorsed in 1997
- Ramsey County GIS User Group's work
  - implement a county-wide, enterprise database
  - coordinate capture of address data when created by local government
  - provide a means for all producers to detect and correct errors
- Metro 911 Board's GIS initiative with its PSAPs
  - acquire up-to-date, correct addresses for occupancy units
- MetroGIS Phase II Socioeconomic Workgroup
  - improve mapping resolution of a wide range of socioeconomic characteristics
- MetroGIS Parcel Workgroup
  - improvements to the address component of the regional parcel dataset



## **Purpose and Goals - DRAFT**

- To clearly define and propose regional solutions for MetroGIS information needs related to addresses, including mailing and situs addresses for land parcels, structures, and occupancy units.
- To examine methods of acquiring, creating, maintaining and sharing address data and geography for land, structure and occupancy entities and to recommend best practices where appropriate.
- To educate developers and users of address data as to the broad scope of address related information needs that exist within individual organizations, as well as the MetroGIS community.
- To define the opportunities that exist to meet these needs through cooperation, data sharing, and distributed data collection and maintenance programs.